

# BUILDING PERMIT APPLICATION



551 Hot Springs Boulevard  
Post Office Box 1859  
Pagosa Springs, CO 81147  
970.264.4151 (phone)  
970.264.4634 (fax)

## Town of Pagosa Springs Building Department

SUBMISSION DATE: \_\_\_\_\_

\*PROJECT ADDRESS \_\_\_\_\_ ZONING \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ \*PARCEL#: \_\_\_\_\_

BUILDING'S USE: \_\_\_\_\_

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<b>*CONSTRUCTION INFORMATION</b>	
		OCCUPANCY _____	CONSTRUCTION _____ (Office use)
<hr/>			
<input type="checkbox"/> BUILDING	<input type="checkbox"/> TOWER	<input type="checkbox"/> RETAINING WALL OVER 4' HIGH	<input type="checkbox"/> STORAGE SHED >120 sq ft
<input type="checkbox"/> FENCE OVER 6' HIGH	<input type="checkbox"/> DETACHED RESIDENTIAL GARAGE / SHOP	<input type="checkbox"/> DECK >30" ABOVE GRADE	
<input type="checkbox"/> FACTORY BUILT MODULAR	<input type="checkbox"/> HUD/ MOBILE (Year Built _____)	<input type="checkbox"/> Park Set	<input type="checkbox"/> Permanent Foundation
<hr/>			
<input type="checkbox"/> NEW	<input type="checkbox"/> REPAIR / REMODEL	<input type="checkbox"/> ADDITION	<input type="checkbox"/> OTHER (SPECIFY) _____

<b>*BUILDING INFORMATION</b> (include items affected by permitted work only please)		
Basement _____ sq. ft.	Each Additional Floor _____ sq. ft.	<b>Water:</b> <input type="checkbox"/> PAWS <input type="checkbox"/> Well- SJBHD
1 <sup>st</sup> FLOOR _____ sq. ft.	Building Height _____ ft.	No. of Water Closets _____
2 <sup>nd</sup> FLOOR _____ sq. ft.	Number of Stories _____	No. of Lavs/ Sinks _____
Garage _____ sq. ft.	<b>Type of Sewage:</b> <input type="checkbox"/> Public <input type="checkbox"/> Septic	No. of Showers/ Tubs _____
Covered Porches _____ sq. ft.	<b>Sewage Authority:</b>	<b>Flood Zone</b> <input type="checkbox"/> N <input type="checkbox"/> Y (Elevation Cert required)
Decks _____ sq. ft.	<input type="checkbox"/> PAWS <input type="checkbox"/> Town of Pagosa <input type="checkbox"/> SJBHD	<b>Aviation Easement</b> <input type="checkbox"/> N <input type="checkbox"/> Y

\*PROPERTY OWNER'S NAME(S): \_\_\_\_\_

\*OWNER'S MAILING ADDRESS: \_\_\_\_\_ \*PHONE# \_\_\_\_\_

\*TENANT'S NAME: \_\_\_\_\_ \*PHONE# \_\_\_\_\_

\*CONTRACTOR: \_\_\_\_\_ \* COMPANY NAME: \_\_\_\_\_

\*WORK PERMIT# \_\_\_\_\_ \* MHIP INSTALLERS CERT# (modular & mobile home sets) \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_ \*PHONE# \_\_\_\_\_ CELL# \_\_\_\_\_

\*PROJECT DESIGNER \_\_\_\_\_ \*COMPANY NAME \_\_\_\_\_

\*CO. LICENSE # (ARCH. /ENGINEER) \_\_\_\_\_ \*PHONE # \_\_\_\_\_ \*EMAIL \_\_\_\_\_

<b>*VALUATIONS AND FEES</b>	
FINISHED SPACE COST: \$ _____	<b>PLAN REVIEW FEE:</b> Collected at application submission. \$ _____
UNFINISHED SPACES: \$ _____	DATE PAID: _____
(no interior walls or wall finish)	RECEIVED BY: _____
ATTACHED GARAGES: \$ _____	<b>IMPACT FEES:</b> Collected at permit issuance. \$ _____
COVERED PORCHES: \$ _____	DATE PAID: _____
DECKS: \$ _____	RECEIVED BY: _____
	<b>BUILDING PERMIT FEE:</b> Collected at application submission \$ _____
	DATE PAID: _____
	RECEIVED BY: _____
<b>TOTAL VALUATION:</b> \$ _____	

\*APPLICANT NAME (PRINT) \_\_\_\_\_

\*APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*DENOTES REQUIRED INFORMATION

**NOTE: TWO (2) COMPLETE SETS OF DRAWINGS MUST BE SUBMITTED & PLAN REVIEW FEES MUST BE PAID BEFORE PLANS CAN BE ACCEPTED FOR REVIEW.**

**ONCE PLANS ARE APPROVED AND PRIOR TO PERMIT ISSUANCE, IMPACT FEES ARE DUE.**



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## Town of Pagosa Springs Building Department

### **Building Permit Application Instructions**

- STEP 1:** Determine if your property is within the Pagosa Springs Town Limits first. You can view the zoning map on the town web site at [www.townofpagosasprings.com](http://www.townofpagosasprings.com) the [Documents](#) or [Building Department](#) link –**OR-** You can contact the Archuleta County assessor's office at 264-5656 –**OR-** the Town of Pagosa Springs Planning Dept. at 264-4151 ext 225. If you **ARE** in the town limits go to Step 2 otherwise contact the Archuleta County Building Department for permit information at (970) 264-1390 or visit their web site at <http://www.archuletacounty.org/>
- STEP 2:** Determine if your proposed project is compatible with the zoning requirements of the property and that the building envelope is within the required set backs of that zoning district. **Please note that all projects that require minor or major subdivisions, PUDs, projects within the Historic District, and projects requiring design review must be reviewed and approved by the Town Planning Commission PRIOR to submission for a building permit. Please contact the Town Planning Dept. for information regarding submission requirements.** Concurrent building permit reviews may be done on a case by case basis.
- STEP3:** Ensure that the plans are **complete** by reviewing the [Plan Submission Requirements](#) for either Residential or Commercial applications. These are available at the town hall or on the town website at [www.townofpagosasprings.com](http://www.townofpagosasprings.com) the [Documents](#) or [Building Department](#) link. Please also ensure that the 2 sets of plans are identical and each set is bound. **Incomplete plans will be returned without being reviewed.**
- STEP 4:** Complete the Building Permit Application. These can be obtained at the town hall Building Dept. or on the town web site at [www.townofpagosasprings.com](http://www.townofpagosasprings.com) the [Documents](#) or [Building Department](#) link.
- STEP 5:** Bring 2 complete sets of plans and the completed application to the Building Department to have the Special Approvals stamp placed on the front sheet each set. The plans examiner will check off the left hand box of the sign off block indicating which agencies require a review of the plans prior to approval of the building permit. The Building Department will contact each of the entities and have them approve the plans and initial and date the appropriate line of the sign off block if they choose to review the plans. This process is only for building plan review and approval of the plans by any entity does not ensure that all the requirements of the entity have been fulfilled. Please contact each entity for additional requirements.
- STEP 6:** Please be prepared to pay the **Plan Review Fee** (Commercial Building permits submitted under the IBC only) at the time of building permit & plan submission. The **Impact Fees** must be paid prior to the issuance of a building permit. The **Building Permit Fees** must be paid at time of Permit application submission. Plans are reviewed on a first come first served basis. **NO EXCEPTIONS!** Every project is as important as the next when trying to expedite the plan review process and review times are based on the number of projects currently submitted which are waiting for review. You or your representative will be contacted as soon as the plans are ready for pick up for corrections or approved for permit.

PAGOSA SPRINGS BUILDING & PLANNING DEPARTMENT				
SPECIAL APPROVALS	OK	INITIAL	DATE	NOTES
ROAD & BRIDGE				
HEALTH DEPT.				
FIRE DEPT.				
ELECTRIC CO.				
GAS CO.				
PHONE CO.				
PAGOSA SANITATION				
P.A.W.S.				
PLANNING/ZONING				
HISTORIC				

<u>Archuleta County Road &amp; Bridge Department</u>	<u>(970)-264-5660</u>
1122 Highway 84 South, Pagosa Springs, Colorado 81147	
<u>Utilities Locate "Free Service"</u>	<u>1-800-922-1987</u>
<u>La Plata Electric Association</u>	<u>(970)-247-5786</u>
603 South 8 <sup>th</sup> Street, Pagosa Springs, Colorado 81147	
<u>Source Gas (Natural Gas Service)</u>	<u>1-800-563-0012</u>
457 Lewis Street, Pagosa Springs, Colorado 81147	
<u>Century Tel (Telephone)</u>	<u>(970)-264-4144</u>
Lewis Street, Pagosa Springs, Colorado 81147	
<u>Pagosa Area Water &amp; Sanitation District (PAWSD)</u>	<u>(970)-731-2691</u>
100 Lynn Ave. (off Lake Forrest Drive ), Pagosa Springs, Colorado 81147	
<u>Pagosa Springs Sanitation District</u>	<u>(970)-264-4151 x230</u>
551 Hot Springs Blvd. in Town Hall, Pagosa Springs, Colorado 81147	
<u>USA Cable</u>	<u>(970)-731-2211</u>
400 County Road 600 (Piedra Road), Pagosa Springs, Colorado 81147	
<u>Archuleta County Building Department</u>	<u>(970)-264-1390</u>
1122 Highway 84 South, Pagosa Springs, Colorado 81147	
<u>Colorado State Plumbing Board</u>	<u>(303)-894-2300</u>
Department of Regulatory Agencies 1580 Logan St. Ste #550, Denver, Colorado 80203-1941 Inspection Requests ( Plumbing & Gas): Tim McAvoy	
<u>Colorado State Electrical Board</u>	<u>(303)-894-2300</u>
Department of Regulatory Agencies 1580 Logan St. Ste #550, Denver, Colorado 80203-1941 Inspection Requests ( Electrical): Kelly Stockwell	
<u>San Juan Basin Health Department</u>	<u>(970)-264-2673</u>
(Food Service Permits, Septic Systems Permits & Inspections) 502 South 8 <sup>th</sup> Street, Pagosa Springs, Colorado 81147	
<u>Pagosa Fire Protection District</u>	<u>(970)-731-4191</u>
191 N Pagosa Blvd., Pagosa Springs, Colorado 81147	
<u>Colorado Department of Health &amp; Environment</u>	<u>(303)-692-3517</u>
Water Quality Permitting for the Construction Industry General Permits- Matt Czarhor (303) 692-3575	